

BOARD OF DIRECTORS MEETING

**Thursday, OCTOBER 6, 2011
7:00 p.m.**

**Southlake Recreation Association
Montclair, VA 22026**

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***September 1, 2011*** Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
 - Assessments Update
- VI. **CLUBHOUSE UPDATE**
 - *2011 Community Events Schedule*
- VII. **OLD BUSINESS**
 - Tennis Court & Basketball Court warranty repairs
Guardian Inspection
 - Broadleaf weed control "Imprelis" – Dupont Inspection for
Impact on Norway Spruce & White Pines
- VIII. **NEW BUSINESS**
 - Annual Meeting December 1, 2011
Budget Committee
Nominations Committee
- IX. Time and Place of Next Meeting – **November 3 (Thurs)**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING
September 1, 2011**

CALL TO ORDER

The meeting was called to order by Chairman Dan Schwemmer at 7:00 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22026. Chairman Schwemmer declared a quorum with the following in attendance:

Anthony Brannan	
Dan Schwemmer	Garth Miller
Lynne DeWitt	Lin R. Stauffer (Manager)

HOMEOWNERS:

Doris McEntire	15545 Winding Creek Drive
Seth Agyepong-Wiafe	15606 Winding Creek Drive
Joyce Gebhardt	15570 Winding Creek Drive
Carol Wright	5071 Lands End Court

Homeowners Forum

Homeowners attended the Board meeting with concerns about the recent vandalism to the Recreational grounds on August 30, between 2:00 and 4:00 a.m. Homeowners expressed concerns about need for increased security patrols, trash and condoms left on the property. Carol Wyant requested that tennis court be repainted, and softball field maintained (when softball leagues are not using the field and maintaining it).

ACTION ITEM: Manager to obtain bid for repainting the two tennis courts, and having the softball field weeded in off season.

ACTION ITEM: Manager to inquire about additional security patrol costs, costs to be proposed to the homeowners as an increase in annual assessments or special assessment to fund patrol services and additional insurance coverage costs. Manager to inquire with MPOA regarding increased security patrols, and Neighborhood Watch Program.

MINUTES

MOTION #11-38 Garth Miller made a motion to approve the August 4, 2011 Board meeting minutes. Anthony Brannan seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager presented Budget, Income Statement and Disbursement Reports (as of 7/31/11). Balances in accounts total \$361,122.95. Reserves Balance, *as of 12/31/10* was audited at \$291,477. Manager entertained Budget questions from Board members.

[Attachment A]

Assessments Update:

Manager reviewed legal updates on status of past-due accounts, and garnishments. Past-due accounts receivable total \$7,603 (to include six past-due accounts in excess of 2010 annual assessments, to include two foreclosures); \$2,980 in late fees; and \$2,004 in legal fees. Liens have been placed against lots, and judgments recorded on all past-due accts.

[Attachment B]

The Board reviewed Compton & Duling L.C. October 6, 2011 warrant in debt.

ACTION ITEM: Manager will continue to follow up on past-due accounts.

MOTION #11-39 Anthony Brannan made a motion to accept the Manager's and Treasurer's Report. Garth Miller seconded the motion. Motion passed unanimously.

CLUBHOUSE UPDATE

2011 Community Events Schedule

The Board reviewed the community events and bookings schedule. Manager advised that "Labor Day Pool Party" is scheduled for September 3 (Saturday) Noon to 4:00 p.m.

MOTION #11-40 Dan Schwemmer made a motion to approve the Southlake Recreation and Community Events schedule. Anthony Brannan seconded the motion. Motion passed unanimously.

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OLD BUSINESS

Tennis Court & Basketball Court warranty repairs

Manager advised that she has met with Tennis Court Inc. regarding warranty repairs to the Tennis and Basketball courts. Guardian performed an inspection August 5, 2011 and will perform necessary warranted repairs.

ACTION ITEM: Manager will email Reserve updates 1998 through 2011, regarding tennis court resurfacing costs to the Board of Directors.

Declining Norway Spruce and White Pine Trees

Manager advised that multiple Norway Spruce and Pine Trees on the property are in stages of decline and death. It has been determined that Community Landscaping Services (CLS) applied Dupont "Imprelis" broadleaf weed control in Spring, and it has been determined this chemical root absorption had unfavorable impact on these two tree species. Management has documented trees with CLS and is awaiting inspection by Dupont to determine reimbursement. Board members reviewed correspondence from Dupont Professional Products reference independent certified arborist companies engaged to evaluate claims and Community Landscape Services.

ACTION ITEM: Manager and Board members reviewed Chadwick, Washington, et.al. letter of intent to Community Landscape Services (regarding dead and declining Norway Spruce and White Pines) for response within thirty days.

NEW BUSINESS

CLUBHOUSE REPAIRS

MOTION #11-41 Dan Schwemmer made a motion to approve replacement of the Steel entry door into the Pool facility; replacement of the attic ladder with an aluminum attic ladder, and drywall and paint repairs to the pool office, in conjunction with the replacement of new security shutter. Anthony Brannan seconded the motion. Motion passed unanimously.

ANNUAL MEETING

ACTION ITEMS:

Budget Committee: President Anthony Brannan will meet with the Budget Committee to review and make recommendations for increases to the annual assessment, to cover increased insurance costs and security patrol expenditures.

Nominations Committee: Chairman Garth Miller will canvas for additional nominations to the 2012 Board of Directors. Lynne DeWitt submitted her resignation from the Board of Directors, effective December 31, 2011.

Pool Patron Evaluations

The Board of Directors reviewed Patron Pool Evaluations, Pool Guest Passes and Pool attendance counts.

Outdoor Facility Use Permits

The Board of Directors reviewed and approved 2012 Outdoor Facility Use Permits for Prince William Girls Fast pitch Softball League and Dominion Youth Triathlon field and pool contracts.

TIME & PLACE OF NEXT MEETING

The next rescheduled meeting of the Board of Directors is **Thursday, October 6, Thursday** at 7:00 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #11-42 Chairman Schwemmer entertained a motion for adjournment at 8:10 p.m. Anthony Brannan seconded the motion. Motion passed unanimously.

Respectfully submitted,

Lin R. Stauffer, Manager, Secretary/Treasurer
At the request of the Board of Directors